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Date: MAR 1978 By:

MEMORANDUM FOR: Chiefs of Senior Staffs

SUBJECT: Re-evaluation of Administrative and Support Personnel and Administrative-Type T/O Positions within DD/P

1. The survey of administrative activities within the DD/P organization, as described in the attached memorandum, is nearing completion in the Area Divisions. In order to cover the aspects of Senior Staff administrative relationships to Area Divisions, it is deemed advisable to include the Staffs in the study.

2. The survey team plans to spend one day in each Senior Staff administrative office beginning Monday, 2 November 1953, and will confine its analysis to the functions of personnel and career management, budget and finance, and logistics and supply. The following schedule is anticipated:

FI	2 November
PP	3 November
PM	4 November
TSS . . .	5 November
ADMIN . .	6 November

3. It is requested that your Chief of Administration be designated and instructed to work with the Assistant Management Officer in the conduct of this study.

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[redacted]
Chief of Administration, DD/P

Attachment

cc: Asst. Mgt. Officer, DD/A ✓

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